



APPLICANT QUICK GUIDE FOR CONSTRUCTION IN A MOBILE HOME PARK

PLEASE PROVIDE TWO COMPLETE SETS OF PLANS AS FOLLOWS

- **MINIMUM SHEET SIZE OF 11" x 17" PAPER** •

(If the proposed construction is large or complicated, 18" x 24" plans *will* be required.)

- **NON-ERASABLE FORMAT** •

(No pencil or ink, must be a copy or print)

- **ALL PLANS *MUST* BE DRAWN TO SCALE** •

(Architectural scale, i.e. 1/4" = 1'—0")

Additional information is available at the County of San Diego's Building Division Web site at:
<http://www.sdcountry.ca.gov/dplu/bldgforms/index.html>

EACH SET OF PLANS TO CONSIST OF THE FOLLOWING

1. **PLOT PLAN** (Per form DPLU #36 – must be signed by park manager)
2. **FLOOR PLAN**
3. **FOUNDATION PLAN**
4. **ROOF AND FLOOR FRAMING PLANS**
5. **EXTERIOR ELEVATIONS OF ALL SIDES**
6. **AT LEAST ONE SECTION THROUGH THE BUILDING**
7. **APPLICABLE DETAILS**
8. **TWO COPIES OF TRUSS CALCULATIONS IF USING PRE-FABRICATED ROOF TRUSSES**

PLEASE NOTE THE FOLLOWING:

- It is recommended that you obtain the services of a professional to prepare your plans. **Plans that are not properly prepared or incomplete will not be accepted for plan check.**
- If the structural design does not meet the criteria set forth in the 2007 CBC – Ch. 23, sec 2308 for conventional light-frame construction, you must provide plans and calculations which have been prepared, stamped, and signed by a licensed professional (architect or engineer).
- Any construction that involves attachment to or alteration of an existing manufactured home must first be permitted through the state of California Department of Housing & Community Development (HCD) in Riverside, CA. Please contact HCD at (951) 782-4420 for more information.
- If the construction has already been started and/or completed:
 - "As-built" construction is treated as if it does not exist for permitting purposes. All existing alterations and/or additions will be plan checked and inspected for compliance with all current codes and ordinances.
 - For all as-built construction not readily visible to the county building inspector, certification will be required, stamped and signed by a California registered civil engineer or architect, verifying compliance with all applicable building codes.
- For other than wood frame construction (i.e. metal awnings, carports, decks, etc), you must provide plans that have been pre-approved by the State of California Department of Housing & Community Development (these documents are known as "**SPA**" – **Standard Plan Approval** – plans).
- All construction in mobile home parks must comply with California Code of Regulations, Title 25, division 1, chapter 2 (effective January, 2007).
- A mobile home park/site permit application (form DPLU #292), *with park manager signature*, must be presented at plan submittal.

Note: This is a quick reference guide only and does not contain comprehensive information on how to process permits.